



Lake Orion Community Schools Elementary Handbook



Updated 2022



Welcome to the Lake Orion Elementary Handbook

This handbook is intended to introduce you to our schools and hopefully answer your questions. We hope you will find it helpful.

Please feel free to contact your school principal with further questions.



Lake
Orion
Community
Schools

Administrative Services

Superintendent

Ben Kirby693-5400

Assistant Superintendent of Teaching and Learning

Heidi Mercer.....693-5400

Assistant Superintendent of Business and Finance

John Fitzgerald.....693-5400

Assistant Superintendent of Human Resources

Rick Arnett.....693-5400

Transportation.....391-5455

Special Education.....693-5430

Child Care.....693-5439

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Lake Orion Elementary Schools

<p>Blanche Sims 465 E. Jackson St. Lake Orion, MI 48362 693-5460</p>	<p>Carpenter 2290 Flintridge Orion, MI 48359 391-3500</p>	<p>Orion Oaks 1255 Joslyn Rd. Lake Orion, MI 48360 393-0010</p>
<p>Paint Creek 2800 Indianwood Rd. Lake Orion, MI 48362 814-1724</p>	<p>Stadium Drive 244 Stadium Drive Lake Orion, MI 48360 693-5475</p>	<p>Webber 3191 W. Clarkston Rd. Lake Orion, MI 48362 391-0400</p>



**Lake
Orion
Community
Schools**

Board of Education

Danielle Bresett
Steven Drakos
Susan Flaherty
Birgit McQuiston
Jake Singer
Scott Taylor
Jim Weidman

The Lake Orion Community Schools Board of Education is a seven-member legislative body elected by residents of the school district. The Board includes a president, vice-president, secretary, treasurer and three trustees. These positions are elected annually by board members at the first (organizational) meeting in July. The school board is responsible for local school matters established by the State Legislature and the State Board of Education. The school board determines general policies for the management, care and control of administrative staff to operate the schools according to these policies.



District Vision

Empowered Dragons experience joy and success.

District Mission

Empowering the Dragon community to achieve excellence.



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Attendance Philosophy

Attendance is the primary responsibility of parents and students, with the student accepting more responsibility for themselves as they grow older. State law requires students to have regular attendance and to arrive to school on time.

K-12 Attendance Policy

Education is the primary responsibility of schools. And although the educational process concerns itself directly with critical thinking and the sharing of ideas, facts and concepts, still another important component deals with the attainment of habits which will be beneficial to the individual student for the duration of his/her life. Therefore, the school views regular attendance as crucial and willingly works with parents and students to foster prompt and regular attendance.

Regular school attendance is consistent with the provisions of Michigan law and policies of the State Board of Education. Research has shown it correlates highly with academic achievement and helps develop valuable personal habits.

Extensive absenteeism keeps a student from taking full advantage of educational opportunities. Excessive absenteeism is not only detrimental to the absent student, but also disrupts the education of those students who regularly attend class. Every student has the opportunity to contribute to the total learning process of all persons in the classroom. The process by which we learn how others think and what they believe is lost to the student who is excessively absent and he/she in turn deprives others of the value of his/her own contributions. Additional research has shown a direct correlation between absenteeism and a high probability of eventual school dropout.

The following definitions and guidelines have been developed in an endeavor to foster positive personal attendance habits on the part of students and to encourage a positive, cooperative attitude on the part of parents and/or guardians towards the importance of regular school attendance.

Note: Due to differences in programs, student age and maturity, attendance regulations will vary from kindergarten through grade twelve. At the elementary level, chronic absenteeism is defined as ten or more absences in a school year. Schools will ensure the maintenance of accurate attendance records and communication with parents/guardians regarding attendance problems.



K-5 Attendance Terms Defined

Absence: Not present

1. *Exempt Absence:* An absence which is reported but does not count against the student. Examples include, but are not limited to:
 - a. Absence from a scheduled class/day caused by the school system or by right granted under the School Code for excuse from class, or by causes other than of a disciplinary nature.
 - b. Absence due to school suspension.
 - c. Absence due to a religious holiday.
 - d. Absence with a doctor's note turned in to the office.

2. *Excused Absence:* Absence from a scheduled class/day as per building guidelines. Examples include, but are not limited to:
 - a. Illness
Note: Absence due to serious or chronic illness as confirmed by a doctor's statement may be considered an "exempt" absence at the discretion of building administrator.
 - b. Medical appointment
 - c. Funeral
 - d. Legal requirement
 - e. Family emergency
 - f. Pre-approved family vacation (discouraged)

Early Departure: Absence from school prior to the scheduled end of the school day.

Expulsion: Long-term exclusion from the right to be present on school premises.

Suspension: *Short-term* (1 to 10 days) exclusion from the right to attend scheduled school classes/activities.

Long term (11 or more days) exclusion from the right to attend scheduled school classes/activities.

In-School Suspension: Required presence in the school suspension setting, outside of scheduled classes, during normal school hours for a specified number of days.

Out-of-School Suspension: Exclusion from the school setting during the normal school hours for a specified number of days.

Tardy: Arriving or leaving up to one hour late/early to/from school.



Make-Up Work Guidelines

- I. *Who shall be allowed to make up course work for the purpose of receiving a grade?*

Those students with exempt/excused absences. Others, for their own benefit, are encouraged to make up any missed course work.

- II. If course work is allowed to be made up:

- A. *How much time shall be allowed for the make-up of course work?*

Work which is to be made up is best done immediately if it is to benefit the student. Therefore, students shall have the number of days equaling the absence, plus one, to make up any course work.

- B. *How do I get make-up course work?*

Work can be provided by the teacher with 24 hours' notice if parents or guardians contact the main office or teacher.

- C. *Shall Special Education students be given additional consideration?*

The special education teacher responsible for the students shall, on an individual basis, determine whether special consideration needs to be given to a particular student based upon that particular student's needs as per the IEP.

Note: Under unusual circumstances and with the approval of the building administrator, timelines may be adjusted.



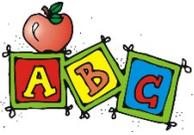
Reporting Absences

In the best interests of all parties involved, the school should be notified by the parent/guardian on each and every day a student is absent.

Elementary

For the safety of the elementary child, it is extremely important that contact be made to the building before 10:00 A.M. Parent's/guardian's cooperation with this will be appreciated. If you are unable to make this call, please send a note with your child when your child returns to school stating the reason for the absence/tardiness.

Blanche Sims...693-5460	Paint Creek.....814-1724
Carpenter.....391-3500	Stadium Drive..693-5475
Orion Oaks.....393-0010	Webber.....391-0400



Advanced Excuses / Extended Absences

Extended absences are strongly discouraged. Parents are asked to inform the classroom teacher and the main office two weeks prior to an extended absence.

Students are encouraged to complete assignments which will be missed during their absence to enable them to reenter their studies to the best of their abilities. These assignments can be completed prior to or during the absence. Advanced assignments may be requested from individual teachers. Please **allow at least three (3) to five (5) days notice for your request to be processed.** All such requests shall be honored to the degree possible.

Note: All above absences shall be counted as days missed in any attendance program.



Tardiness – Late Arrivals

Part of the responsibility a student assumes with maturity involves not only regular attendance, but also prompt attendance. Students are expected to arrive at scheduled classes/activities on time. Tardiness is defined as up to one hour late to school. Tardiness is also considered to be a student's leaving up to one hour before the official dismissal time. Tardiness beyond one hour will be considered an absence.

Students arriving late to school/class must report to the office immediately. Failure to report to the office may result in an unexcused absence.

Some schools will issue a pass admitting students to class.

Tardiness to school/class will be considered exempt for any of the following reasons:

1. Late bus
2. Written verified detainment by school personnel
3. Approved participation in a school activity

Tardiness Procedures

Late Arrivals to School

1. Signing in tardy kids – Parent/guardian must come into the main office to sign-in their child(ren) if they arrive late to school.
2. If a student is signed-in by someone other than a parent/guardian, the student shall bring a note from the parent/guardian to the office upon arrival.
3. In order to help ensure development of prompt and regular attendance habits, tardiness will be dealt with promptly.



Early Departure from School

Any student leaving the building for any reason during regular school hours must first report to the office. Under no circumstances should a student leave school without a parent/guardian/designee signing the student out.

Parents/guardians who are aware their child will need to be excused early should send a written note with the student or phone the office prior to the time the student needs to leave. Under no circumstances is a student permitted to leave the building without parent/guardian contact and/or permission from the building principal or his/her designee.

Building administrators must have parent/guardian approval to permit a student to leave for medical reasons. Administrator discretion shall be used in cases of emergency.

Students must be picked up at the office by the parent/guardian/designee.



Excessive Absenteeism or Tardiness

If absences or late arrivals become too frequent, a letter will be sent to the parents/guardians notifying them of the attendance pattern and urging their support in getting their child to school. The letter also directs parents to contact the school if they need assistance or have questions.

If the trend of absences and/or late arrivals continues, a second letter will be sent notifying the parents/guardians that if attendance does not improve, the Oakland County Truancy Officer will be contacted. More than ten days absent in a school year is considered excessive. More than twenty days is considered truancy according to Oakland County Courts.

If the trend persists, the school will contact the Oakland County Truancy Officer who will contact the parents. The Truancy Officer may schedule meetings with the parents/guardians and the school in an attempt to resolve the attendance issue. If attendance still does not improve, a hearing before a judge may be scheduled.

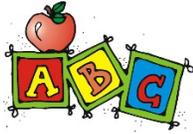


Student Dress Code

It is the policy of the School Board that building administration shall make the final decision on the appropriateness of dress and what actions shall be taken in each individual case depending on specific circumstances. Decisions will be made by the school administrator on the basis of health, safety and whether the attire is disruptive to school routine. If a student's attire does not meet these requirements he/she shall be referred to the administration. The student may be required to change his/her clothes before returning to class, asked to modify his/her attire in some way in school, or be asked to be picked up by parents if a change of attire is not possible.

As a frame of reference, the following are standards which shall be in operation.

1. Shoes must be worn at all times. Due to safety concerns, flip flop sandals are strongly discouraged.
2. Inappropriate language/signs/symbols worn on clothing shall be prohibited. This shall include, but not limited to, any message which expresses profane or obscene language, or which makes a derogatory comment on any race, creed, religion, or national origin and any material which encourages illegal substance use/abuse.
3. Bare midriffs, halter tops and tank tops are not acceptable. All shirts and blouses must cover to the waist.
4. Spandex or underwear style pants are not permitted.
5. In elementary schools (Pre-K through 5), any dress is subject to review by the building administrator or his/her designee. Hats and hoods are not permitted to be worn in school unless previously approved by the school administrator.
6. Dress which distracts attention from school routines or is a cause of behavior which is distracting either to others or to the wearer is subject to review by the building administrator or his/her designee.
7. Dress which is deemed to be detrimental to the student (i.e., nonprescription sunglasses worn indoors) will be prohibited.
8. At the elementary level, children should be dressed adequately for the weather conditions and outdoor recess play, and they should be able to handle their buckles, zippers and buttons. Clothing should be labeled with their name.



Health

Although the home and family carry the primary responsibility in providing for the health of your child, your school contributes to the health and development and total health education of your child.

Hearing tests are administered to students in kindergarten and in grades 2 and 4. Vision tests are administered to students in grades 1, 3 and 5. Immunizations must be kept updated unless a waiver is signed by a parent/guardian.

Parents, or the parent substitute listed on the emergency card, will be contacted if the nature of a child's injury or illness is in question. It is therefore important that the emergency information be kept updated. We do not diagnose illnesses, but we do exclude any child we might suspect of having a contagious disease.

Parents should be sure to make the school aware of any specific health problems their children have.

1. Insurance

Accident insurance through the school is made available to all students. Applications and envelopes are sent home at the start of the school year to be completed and returned with payment.

2. Medication

It is the policy of Lake Orion Community Schools to cooperate with parents to dispense medication that has been prescribed by your doctor during the school day. Appropriate precautions regarding medication are taken at the school and the information is considered a confidential matter.

Before the school principal or his/her designee can administer prescription medication, an authorization form must be on file at the school. The authorization form must be signed by the parent and the doctor listing the name of the child, what medication is being taken, the purpose of the medication, the proper dosage, dates the medication is to be taken, and any possible reactions.

All medication is kept locked in the office and must be in the container issued by a registered pharmacist. Medication cannot be sent to school with your child. A parent or guardian must bring it to the office.

The exception to this policy is medication for such occurrences as bee sting allergic reactions or asthma inhalers where the

problem must be treated immediately. In cases such as this, parents must provide instructions, signed by a doctor, in writing to be kept on file in the office. In cases such as this, parents must provide an Allergy Management Plan to be kept on file in the office.

The school can administer over the counter medication to students if a parent/guardian fills out a medication form and the child's physician signs the form. The medication must be stored in its original container.

Children excluded from school due to a fever may not return to school until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to school the following day at a minimum. A fever is defined as a temperature reading above 100.4 degrees Fahrenheit or more when taken orally.

3. Emergency Information Card

Because of times when a student may become ill or injured while at school, it is absolutely necessary for each parent/guardian to provide us with the most recent address, phone number, physician's name and phone number, and responsible adult. All changes need to be made through the personalized Infosnap link sent to parents prior to the school year.

4. Immunizations

Each student is required to have a current immunization or waiver on file in his/her CA-60 folder. Immunizations required include: Tetanus/diphtheria, polio, rubella, and mumps. Failure to comply will be cause for exclusion from school per state requirements.



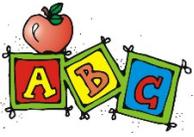
Learning Experiences via Field Trips

Field trips during the school day can provide excellent learning experiences for your children. When school budget allows for these trips, teachers are encouraged to combine them with their classroom teaching.

It is school policy for parents to give written permission for their children to take these field trips.

Prior to each trip, you will be informed of the details of that particular trip. Any charges or fees would be paid prior to the trip. Please contact the school office if this presents a problem for you.

Adults wishing to chaperone a field trip must complete an ICHAT form and a chaperone agreement form two weeks prior. These forms are available at the main office of your school.



Personal Property

Students may not bring expensive personal belongings to school (electronic game devices) without permission of the principal.

In the event permission is given, the school assumes no responsibility if the item is lost or damaged.



Lost and Found

The school maintains a lost and found box for misplaced articles. Children and parents are encouraged to check this box for missing items. At the end of each marking period, unclaimed articles are donated. Whenever possible, please tag, label, or otherwise identify your child's possessions.



Lunch / Breakfast

Students remain at school for lunch, or they may leave for lunch if accompanied by a parent /guardian.

Lunch may be brought from home and milk bought at school, or the total lunch may be bought at school. The lunch served at school is a fully balanced meal. Please check your school lunch menu each year for the price of lunches and/or milk, as it may differ from year to year.

Lunches brought from home should not be packed in glass containers due to the element of danger involved in glass breakage.

Breakfast may be purchased in the morning before school starts. Students who qualify for free/reduced lunch also qualify for free/reduced breakfast.

Families having financial difficulties may apply for free or reduced lunches through government funding, if available, by filling out a form provided by the school office. These forms are sent home to each family at the beginning of each school year and can also be found on the district web site. Those who apply will be notified if they qualify for assistance through this program. The free and reduced lunch list is kept confidential.

Allergy Policy – Allergy Protocol can be found at www.lakeorionschools.org/resources/parent-student-resources



Parent Conferences

Each year person to person report cards in the form of parent-teacher conferences are specifically scheduled. It is the belief of the Lake Orion Community Schools that these conferences can help develop and stimulate the growth of the child physically, mentally and socially. We feel that they encourage a good working relationship between the home and school. We therefore encourage each and every parent to attend these conferences.

Additionally, we hope you will always feel free to contact your child's teacher to arrange for individually scheduled conferences any time that you have questions about your child's academic and/or social progress.



Parent Questions

As with most organizations and institutions, the Lake Orion Community Schools function best when channels of communication are kept open.

We hope that you will always feel free to contact the school about any matters that are causing you concern.

In doing so, the following procedures will most likely prove helpful to you:

1. If your concern is directly related to your child, and the teacher, please call or arrange to see his/her teacher first to discuss the matter.
2. If you are not satisfied with the results of this contact, or if your concern is not directly related to your child's teacher, please contact the school principal.
3. If your concern is directly related to school bus transportation, please call the Director of Transportation at 248-391-5455.
4. If your concern is still unresolved, an Assistant Superintendent may be called.
5. If this contact is not satisfactory, or if your concern is outside the above areas, please contact the Superintendent of Schools.
6. The last level of contact with the district about a question or concern is the Board of Education. Please notify the Superintendent's Office if you plan to appeal directly to the Board. An agenda item entitled "Public Participation" will allow you a five-minute presentation to the Board.

This procedure for following the chain of command should prove the most effective way to resolve a problem.

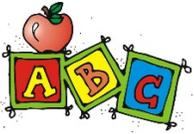


Parent Volunteers

We consider our parents to be a very valuable resource to us in many ways. Not only are their services helpful but involving parents in the work of the schools helps build a closer relationship between the school and the community, and this is always good.

If you are interested in volunteering your time to assist in any way, such as being a library aide, or working with children who need additional help, please contact the school office or your child's teacher. Volunteer forms are required to be filled out and turned in to the main office. Volunteers that are helping regularly and consistently in the same capacity are required to have their fingerprints on file with LOCS.

We are very grateful to the many volunteers who serve us each year.



Pets

For health and safety reasons, children are asked to not bring their pets to school. In some instances, however, with prior permission from the office and teacher, parents may bring classroom pets such as fish, hamsters or gerbils to class for study and observation. Due to some children's natural fear of animals and/or allergies, please refrain from bringing your pet without approval on school property.

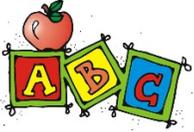
Dog owners are asked to please abide by laws and keep dogs penned or leashed at all times. Dogs on the loose scare many children, whether they are dangerous or not, by running after them, jumping on them, taking their lunches, etc. Your cooperation with this will be greatly appreciated.



Pictures

Color pictures are taken of all children each fall by a reputable studio under contract with the school district. Purchase of student pictures by parents is optional.

A choice of packages is offered. Retakes are available for unsatisfactory pictures. The studio provides individual pictures for school records.



Privacy Rights of Parents and Students

(Federal Educational Rights & Privacy Act of 1974)

This law was designed to protect the privacy of individuals. It covers the following areas:

1. Educational records of students
2. Parent access to educational records
3. Parent rights to challenge educational records
4. Communication rights to parents and students
5. Transfer of records
6. Directory information
7. Filing of complaints regarding violations



Academic Progress and Report Cards

The Lake Orion Community Schools is set up on ten week marking periods. Report cards are sent home electronically twice a year, once at the end of each semester (two marking periods). Included on the report card is a record of attendance and additional comments.

Student academic progress may be monitored by the District's online reporting system for 3rd through 5th graders.

Student Assessment

Elementary students are screened three times a year in grades Kindergarten through fifth grade. Students in grades 3rd through 5th also participate yearly in the Michigan Student Test of Educational Progress (M-STEP).



K-5 Promotion and Retention Policy

Lake Orion Community Schools recognizes that the personal, social, physical and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Lake Orion Community Schools that each child be promoted on the basis of achievement in the basic skills. Other factors such as age, maturation, social and civic development will be considered.

The educational staff should make every reasonable effort to assist the pupil, evaluate his/her difficulties, and communicate concerns with his/her parents.

The Principal shall be responsible for implementing the process of promotion and classification of pupils within his/her building. In the event of retention or acceleration the educational staff shall consult with the parents who will make the final decision.



Recess / Playground

An important part of the daily elementary school program is outdoor play. As we feel that this play and exercise is important to both your child's health and social growth, all children are expected to participate.

When recesses are scheduled, supervision is provided, and the children are expected to obey the teacher or staff associates for the safety and welfare of themselves and others.

Because supervision of children at this time is provided outdoors, not indoors, we ask that written requests from parents for children to remain inside be accompanied by a doctor's written request. Valid requests may be honored on a day-to-day basis. A doctor's request for a child to remain indoors for a specified time is always honored.

We highly recommend that your children come to school adequately dressed for the weather. During inclement weather children remain indoors.

Playground Use After School

School Age Child Care programs utilize our playgrounds from school dismissal time until 6:00pm during the school week. Children who are supervised by a parent/guardian/designee may use the playground during these times. For safety reasons, children who are not supervised by a parent/guardian/designee are not permitted to use the playground during these times but may do so after 6:00pm.



Registration

Kindergarten registration starts in February for the following fall. Any child who will be five on or before September 1 is eligible for kindergarten. Enrollment registration is completed online via PowerSchool Enrollment. Go to www.lakeorionschools.org/enroll for online instructions. Make sure you select the correct school year that will start in the fall to complete the enrollment registration. You can upload or email the required documents to the Central Enrollment office.

Once you have submitted the enrollment registration, you will receive an automated confirmation email. Central Enrollment will contact you if anything further is needed. The assigned elementary school will then contact you in late April to sign up for a kindergarten screening held in May.



New Student Registration

Your child's enrollment registration is completed online via PowerSchool Enrollment. Go to www.lakeorionschools.org/enroll for online instructions. Make sure you select the correct school year that will start in the fall to complete the enrollment registration.

If you do not have access to the internet, there is a computer available for you to use in the Central Enrollment Office for your convenience.

Upload all required documents to complete your child's enrollment within the online enrollment portal. Scanned documents or photos of the documents are acceptable. For best results, take a clear digital photo with your cell phone, upload the image as a pdf document to your device and either upload or email directly to the Central Enrollment office.

The Central Enrollment office is located at the Community Education Resource Center, 455 E. Scripps Road, Room 110, Lake Orion, MI 48360. Please call the Central Enrollment office at 248-814-0215 if you have enrollment questions. Office hours are Monday through Friday, 8:00am – 4:00pm.

Required Documents:

- ***A copy of your child's original certified birth certificate***
- ***Your child's immunization record***
- ***Parent photo identification***
- ***Two proofs of residency (*mortgage statement, lease agreement, property tax statement, utility bills, homeowner's insurance, etc.)***

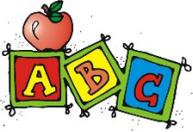
- *Divorce/Custody paperwork (if applicable)*
- *Health appraisal and vision screening (Kindergarten only)*
- *Individual Education Plan (Special Education students only)*
- *504 documentation (if applicable)*



Prior School System Misconduct

A student who has been found to have engaged in misconduct resulting in expulsion or long-term suspension in another school system, or who has withdrawn from a school system prior to a hearing on alleged misconduct, may be charged with a violation of Lake Orion Community Schools Code of Conduct as a result of the prior misconduct. All applicable due process procedures will be followed in determining whether discipline will be imposed by Lake Orion Community Schools.

The Superintendent or designee shall establish administrative guidelines, in accordance with State and Federal law and



School Closings

Should the routine of the normal school day be altered in any way for any reason, the following procedures should be followed:

Lake Orion Community Schools has identified a number of readily available resources that will enhance communication regarding school closing and delays:

- **School Messenger**
- **Lake Orion Community Schools Website**—
www.lakeorion.k12.mi.us
- **Lake Orion Community Schools Facebook page**
- **Cable**—Educational Access Channel
- **Radio Stations**
- **Television**
- **www.cancellations.com**

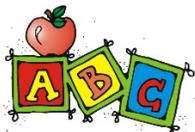
Every effort will be made to make information immediately available; however, we are not responsible for unforeseen circumstances.

Early Dismissals – Notification of early dismissals will be sent via School Messenger and posted on the district website.

In an emergency, the information on InfoSnap could be imperative to the welfare of your child; thus, we ask that you always keep this information up to date. Also, PLEASE KEEP THE SCHOOL INFORMED OF ANY CHANGES THAT MAY OCCUR DURING **THE COURSE OF THE SCHOOL YEAR REGARDING ADDRESS**

AND PHONE NUMBER(S). This information is also important in the event that the school must be dismissed early due to weather conditions or mechanical failure in an individual building. Your child should know what to do in these situations. Please inform your child of the procedure he/she is to follow **WHEN NO ONE IS AT HOME** in the event of early school dismissal.

At parent request – please contact the school office either by phone, note, or in person to notify us of the time you wish to have your child dismissed, who is to pick up your child, or if he/she is to walk home alone.



Emergency Procedures

Emergency procedures exist district-wide to address situations such as fire, tornado, or other events that may necessitate evacuation of a building or securing students within the building. Specific questions should be addressed to each building principal.



School Hours and Dates

The beginning date and time of school are posted on the district/school websites. School year calendars are sent home with students listing all other important school dates at the beginning of the school year. These are also available on the district/school website. Please keep these for referral during the school year.

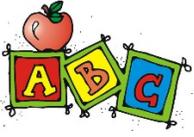
On days when school is delayed due to extreme fog conditions, school begins two (2) hours later. Bus runs are made two hours later than the regular schedule. School messenger notices will be sent to parents.

Children should plan to arrive at school no earlier than 10 minutes before school is scheduled to begin. Students are supervised from this time until school opening.



School Supplies

While basic supplies are available, it may be necessary for parents to purchase additional classroom supplies as needed throughout the year. Children are expected to care for the materials properly. They will be expected to pay for lost school materials, as well as damage to any materials beyond normal wear.



Art

Students attend art class on a four-day rotation.

Students are instructed in the various art areas and are encouraged to use their creativity of expression.



Music

Students attend music class on a four-day rotation.

Students receive instruction in music appreciation, as well as performance in the area of music. Music programs involving the students may be held at various times throughout the school year.



Physical Education / Wellness

Students attend physical education on a four-day rotation. Students are expected to wear tennis shoes to participate in this class.

Parents should note any physical conditions of which the teacher/school should be made aware.



Technology and Library Program

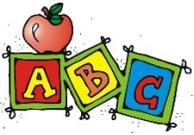
Students attend technology and library on a four-day rotation.

During this time, they explore various elements of technology and practice library skills. Additional time using technology with grade level standards is spent in collaboration with classroom teachers throughout the school year.



Limited English Proficiency

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the district. Parents should contact the English Language Department Coordinator, at (248) 693-5400 to inquire about evaluation procedures and programs offered by the District.



Special Education Services

A variety of services and programs are available to the handicapped and suspected handicapped children living within the Lake Orion Community School district. These programs are organized in accordance with state and federal laws.

Services available include school psychologists, social workers, and speech therapists in addition to classroom programs for learning disabilities, Autism Spectrum Disorder, emotionally impaired, and cognitively impaired students. Programs for physically impaired, health impaired, hearing impaired or deaf, partially sighted or blind, and severely cognitively impaired children are available through cooperative arrangements with neighboring school districts.

Preschool children and post-school level students should be referred to:

Special Education Services - CERC
455 E. Scripps Road
Phone: 693-5430

Parents of handicapped children attending programs outside the Lake Orion areas may contact the director with their concerns.

School age students at all levels should be referred to their building principals through their classroom teacher or a counselor.

All services are provided at no cost to families who reside in the Lake Orion area. Assistance through counseling and referral is also provided to parents wishing information on related services located in the Oakland County and greater Detroit area.

Parents of students enrolled in these programs receive a handbook with further details pertaining to their child's program.



Homebound Services

Homebound and hospitalized services provide continuity of educational services for pupils with medical conditions that prevent them from physically attending school during the school year or restricts them to their home during the school day hours. Each school shall provide appropriate instructional services, as determined by the district, to an enrolled pupil who is certified by a physician who is either an M.D. or a D.O. or a licensed physician's assistant as having a medical condition that requires the pupil to be hospitalized or confined to his or her home during regular school hours and that is expected to require the hospitalization or confinement for a period longer than five school days. The district will provide a form for the certified physician who is either an M.D. or a D.O. or a licensed physician's assistant to complete before the start of services. A release of information may also be necessary to communicate with the certifying physician.

Parents should notify the school if their child has a medical condition that prevents them from physically attending school during the school year or restricts their child to be home during the school hours. Homebound can be put in place for these situations that will result in a loss of more than five consecutive school days.

The school district is required to provide a minimum of two 45-minute instructional periods per week for general education pupils; or a minimum of two nonconsecutive 60-minute instructional periods per week for pupils with an IEP. The two one-hour sessions for a pupil with an IEP may be on the same day; however, there must be an adequate break between the two sessions.



Bus Transportation

Riding a school bus is a privilege and convenience for students and their parents as such everyone accepts certain responsibilities to ensure student safety while utilizing this service. Students and parents are advised that the Lake Orion Community Schools Student Code of Conduct will be enforced relevant to student behavior on the school bus. The school will cooperate with parents and law enforcement agencies relevant to behavior to, from, and while at bus stops.

District

Students and parents are advised of the following responsibilities as per the Michigan Regulations for School Buses:

The Lake Orion Community Schools are responsible to:

1. Develop the bus routes, stops and schedules.
2. Determine the mile computation as required by the Board of Education and State requirements.
3. Provide appropriate student information to bus drivers.
4. Provide vehicles that meet or exceed the requirements of state law pertaining to vehicles utilized to transport school students.
5. Provide appropriate insurance coverage.
6. Hire certified and qualified staff.
7. Provide ongoing training for the transportation staff.
8. Recommend to the Superintendent when schools should be closed due to inclement weather.
9. In conjunction with Building Principals, develop and administer disciplinary procedures for students who exhibit inappropriate bus riding behaviors.
10. Notify parents in writing or by telephone of changes to routes, stops, and schedules at least five school days before the effective date of such changes, whenever possible.

Parent

It is the responsibility of each parent to:

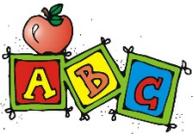
1. Have the student(s) at the bus stop at least five minutes ahead of the scheduled stop time.
2. Make arrangements to have an appropriate person at home at the designated drop off time if needed.
3. Take their student home if they become ill while at school.
4. Deliver medication directly to the school.
5. Keep animals away from the loading area.
6. Take responsibility for the safety of students to, from and at the bus stop.
7. Allow for five school days to make approved transportation changes.



Bus Transportation (continued)

It is the responsibility of each student to:

1. Observe classroom behavioral expectations and the guidelines of the school's Code of Conduct while getting on, off, or while riding the bus.
2. Board or leave the bus at the front door with the consent of the driver when it has come to a complete stop. The rear door is only to be used in case of emergency.
3. Stay in their seats facing forward with all carry-on items on their laps while the bus is in motion. No more than three students will share a seat.
4. Stay off the roadway while waiting for the bus. Cross the roadway, if necessary, after leaving the stopped bus in the following manner
 - Go to the FRONT of the bus within sight of the driver and wait for proper signal for crossing.
 - Upon signal from driver, or from personal escort, look both to the right and left and proceed across the roadway in front of the bus.
5. Refrain from eating, drinking, or carrying glass bottles while on the bus.
6. Provide for the cost of damages for which they intentionally incur (vandalism) to a bus for repairs, including parts and labor.
7. SPECIFIC TO ELEMENTARY AND MIDDLE SCHOOL STUDENTS:
 - Refrain from using cell phones (except in cases of emergency and/or with the permission of the driver)
 - LOHS students may use cell phones on buses
8. Ride the assigned bus and use an assigned neighborhood bus stop; only assigned students may ride school-bound or homebound buses.
 - The school Principal may grant permission for students to ride a different bus or use a different stop. Such permission may be granted only after the principal receives an appropriate written and signed request from the parent/guardian for a specified period of time subject to the following conditions and limitations:
 - a. The requested change must not result in overcrowding of any bus, alteration of any regular bus route, bus stop, or time schedule, or in any way interfere with the regular operation of the transportation system.
 - b. Emergency and/or unusual reasons may be approved by the Principal.



Bus Transportation (continued)

If student behavior is inappropriate, bus referral forms may be issued with the following consequences:

1. **First Written Form:** Student/Administrator conference and warning. Parent notification.
2. **Assigned bus seat:** Driver or principal will assign the student a seat for a specific number of days.
3. **Second Written Form:** Suspension from bus for not more than five (5) days or suspension from school for not more than two (2) days at the discretion of the Principal. Parent notification.
4. **Third Written Form:** Parent Conference. Student suspended from the bus for not less than five (5) days or more than the balance of the school year.

In cases of severe misconduct, steps 1 and/or 2 may be omitted at the discretion of the building administration.

Penalties are assigned by building administration on evidence presented by the bus driver or other adult. Due process under the code of conduct will be followed. On occasion, a bus may return to the building because of misbehavior that endangers the students on the bus. In that event, students will be removed from the bus if they are identified by the driver as seriously causing such a distraction as to endanger others. Parents will be expected to pick up these students at school and transport them home.

Students must ride their assigned bus. As a general rule, bus passes will not be issued unless special circumstances warrant the pass (as approved by building administration). Requests should be made **IN WRITING, SIGNED BY A PARENT/GUARDIAN**, and turned into the main office prior to the start of that school day.

Those students who live near the school and have their parents' permission, may walk to and from school. Those students who do walk are asked to use public walkways, crosswalks, and roadways, not private property.

Students are responsible for their bicycles and belongings. Bicycles are to be stored in the bicycle rack and always locked to the rack. Bike riders are to wait at the bike rack at the end of the day until all buses have left the area before they start for home. They are to proceed with caution as they travel home.



Visitors

Parent visitors are welcome at our schools. We request that you first arrange for the visit with the school principal or with the teacher involved and then check in at the school office upon arrival.

As teaching time is very valuable, and the teacher's attention must be on the students at all times, we ask that you not visit with a teacher during a time when the class is in session. The teacher will be most happy to set up a separate conference time with you.

It is not the policy of the Lake Orion Schools to allow student visitors. They tend to be a distracting factor.

Adults picking up students during the regular school day are asked to do so through the school office.

All visitors must sign in and provide identification in the main office upon arrival to the building.



Non School-Sponsored Clubs and Activities

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during noninstructional hours. The application for permission can be obtained from the principal. The application must verify that the activity is being initiated by students, that the attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted.

Only district-sponsored organizations may use the name of the school or school mascot.



Lake Orion Community Schools

Standards Based Report Cards

The K-5 report cards of Lake Orion Community Schools (LOCS) reflect a progression towards mastery of the Michigan State Standards. Teachers will be evaluating students using multiple measures to make determinations of student progress towards the end of the year grade level expectations.

In an effort to provide you with a clearer picture of your child's progress, this notice defines the meaning of the numbers denoted on the report cards as they relate to the standards that drive LOCS' curriculum. In addition to the assigned number indicators, comments will be written in order to provide further insight related to a child's progress in specific curricular areas on the report cards as they relate to the standards that drive LOCS' curriculum. In addition to the assigned number indicators, comments will be written in order to provide further insight related to a child's progress in specific curricular areas.

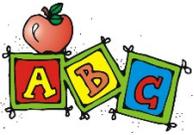
Marking Code	Translation	Comments
4	Met standard	This indicator means that a student independently demonstrates mastery at the end of the year standard.
3	Consistent progress toward standard	This indicator means that a student is securing the foundational skills needed to meet the end of the year standard.
2	Inconsistent progress toward standard	This indicator means that a student is not securing all of the foundational skills needed to meet the end of the year standard.
1	Area of concern	This indicator means that a student is not on target to meet the end of the year standard.



Code of Student Conduct

Preface

The Michigan State Board of Education adopted a Resolution requiring all local school boards to establish a Code of Student Conduct which would identify categories of misconduct as well as conditions under which students may be suspended or expelled. In addition, they were to develop procedural due process safeguards for students.



Code of Student Conduct – Preamble

The object of this Code of Student Conduct is to provide a basis for expected student behavior and a systematic, consistent approach to corrective action. It is very important for you to read and understand this code as it is a statement of both your rights and responsibilities.



Introduction

Lake Orion Community Schools recognize the following:

That the primary intent of society in establishing the public schools is to provide an opportunity for learning.

That the students have full rights of citizenship as delineated in the United States Constitution, the Constitution of the State of Michigan, the School Code and other laws passed by the legislature of the State of Michigan.

That citizenship rights must not be abridged, obstructed, or in other ways altered, except in accordance with due process of law.

That education is one of these citizenship rights.

Further, this code of conduct must:

Preserve for all students an educational atmosphere which is ordered, safe and conducive to effective teaching and learning.

Promote for each student his or her optimum development as a responsive, productive, and self-disciplined citizen, both in school and in preparation for adulthood.

Assist each individual pupil to assume more responsibility for his/her own actions as he/she matures and gains experience.

The document which follows represents the combined efforts of students, parents, teachers, community members, school administration and the Board of Education.



District Information

District Vision

Empowered Dragons experience joy and success.

Mission Statement

Empowering the Dragon community to achieve excellence.

Belief Statements

We believe that:

- Preparing Dragons is a collaboration of students, staff, families, and community.
- We have a responsibility to provide a safe, welcoming, equitable learning environment where all individuals are respected and valued.
- In fostering an environment that cultivates each individual's maximum potential.
- Character development is an integral part of education.
- In a dynamic innovative approach to educating Dragons.



Student Bill of Rights and Responsibilities

Because educational institutions must be orderly institutions, individual rights must be exercised in such a manner as to recognize the rights of all. It is the student's responsibility to know the rules, standards, regulations and procedures provided in student handbooks (or other printed material) and distributed to students in their buildings. Students in the Lake Orion Schools shall be extended the following rights accompanied by those responsibilities related to them.

It is the student's <i>right</i> to:	It is the student's <i>responsibility</i> to:
Attend school in the district in which his/her parent or legal guardian resides.	Attend school daily, in accordance with school rules and to be on time to all classes.
Express his/her opinions verbally or in writing.	Express his/her opinions and ideas in a respectful manner so as not to offend or slander others and to refrain from using obscenities or personal attacks.
Dress in such a way as to express his/her personality.	Dress so as to meet recognized standards of propriety, health, safety and established School Board Policy standards.
Expect that the school will be a safe place for all students to gain an education.	Be aware of all rules and regulations related to student behavior and conduct himself/herself in accordance with those rules and regulations.
Be represented by an active student government selected by free school elections.	Take an active part in student government by running for office, or conscientiously voting for the best candidates and making his/her problems or proposals of change known to the administration through his/her student government representatives.
Expect a reasonable degree of privacy in relation to school property assigned specifically to him/her (locker, desk, etc.) and protection from seizure of personal property.	Refrain from using school property to store items that are prohibited and to realize that reasonable belief that prohibited items are stored therein will result in a search and the seizure of prohibited items.
Fair and reasonable punishment for violation of school or class rules.	Be accepting of fair and reasonable punishment. Follow prescribed procedure for appealing the punishment imposed.



Student Bill of Rights/Responsibilities (continued)

It is the student's <i>right</i> to:	It is the student's <i>responsibility</i> to:
Bring to the attention of Administration personal loss, injury, or misinterpretation of inequitable application of an established policy governing students.	Follow the proper procedures in resolving the matter.
Appeal.	Be aware of and follow the processes prescribed in this Code.
Organize clubs and student organizations.	Create a set of bylaws and have them approved by the building administration.
Participate in school functions off campus.	Recognize that all student rules and regulations apply to students who participate in these functions.
Be informed of criteria for academic grades.	Attend all assigned classes, complete all assignments to the best of his/her ability and participate in all activities conducted in relation to the class.
Be informed of building/classroom rules and regulations.	Abide by building/classroom rules and regulations.
Assemble peacefully.	Arrange with the administration to assemble at an appropriate time and place and to refrain from conducting or participating in demonstrations which interfere with the operation of the school or classroom.
Be treated with respect and dignity.	Treat others with respect and dignity.
Use the available educational resources necessary to gain an education.	Respect the value of public and private property to avoid wasteful destruction of, or damage to, books, equipment, building and other property.



Categories of Misconduct

Although every effort is made to keep a student in school, under certain conditions it may be in the best interest of a student, or other students at a school, for a student to be denied the privilege of attending school and/or school functions. Subject to the evaluation of the circumstances by the building principal or his/her designee, a student may be suspended or expelled for the following misconduct:

1. Aggressive/Inappropriate Bodily Contact

The act of provoking, initiation or perpetuating fighting, wrestling, general horseplay, or other aggressive actions involving bodily contact.

2. Alcoholic Beverages (see “Alcohol and Drug Policy” following these “Categories of Misconduct”) Possession, furnishing, sale or consumption of an alcoholic beverage prior to entering school property or a school event, or while on school property or at a school function.

3. Arson

The willful and malicious burning or attempt to burn, any building, part of any building, structure or property.

4. Criminal Acts

Commission of participation in a criminal act as defined under state law or local ordinances in school, on property, or at a school event.

5. Controlled Substances - Consumption or Possession

Consumption or possession of any controlled substance prior to entering school property or a school event, or while on school property or at a school event.

6. Controlled Substances - Furnishing or Sale

The furnishing or selling, delivering or collecting of money for an exchange of a controlled substance while on school property or at a school event.

7. Extortion

The use of actual or threatened force to borrow, or attempt to borrow, any money or things of value from a student unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.

8. False Alarms

The act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without just cause.

9. Forgery

The act of fraudulently using, in writing, the name of another person or falsifying times, dates, grades, addresses or other data.

Categories of Misconduct (continued)

10. Harassment

Unwelcome verbal, nonverbal, physical, or written behavior.
(See pages 52-55 for detailed district Bullying/Cyberbullying and Other Aggressive Behavior policy.)

11. Indecency

The act of offending against commonly recognized standards of propriety or good taste.

12. Insubordination

The failure to respond to or carry out a reasonable request by a staff member or the act of verbal or physical opposition to a member of the school staff.

13. Inappropriate Communications

Use of inappropriate language, symbols or gestures by students in verbal, written or electronic form or in pictures or caricatures in school or on any school property. This shall include, but not be limited to, any message which expresses profane or obscene language, or which makes derogatory comment on any race, creed, religion or national origin and any material which encourages illegal substance use/abuse.

14. Possession or Use of Weapons

Possessing, using or threatening to use any weapons, explosives or items capable of inflicting bodily injury.

15. Smoking/Tobacco

Possessing or furnishing tobacco or tobacco related products or involvement in smoking, or an obvious intent to smoke or the blowing of smoke whether a cigarette is visible or not or chewing or an obvious intent to use tobacco or tobacco related products.

16. Stealing

The act of acquiring the property of another by theft, coercion, fraud or other illegal means.

17. Threats

Any threat (expressed or implied) by any individual which, if carried out, would pose a potential danger to life and safety of students and/or staff members, or the destruction of property.

18. Electronic Devices

Students are expected to follow the guidelines for district owned materials as set forth in the "Technology Resources and Personal Technology Devices Acceptable Use Agreement for Students Under Age 18" and the "Procedures for the Acceptable Use of Technology Resources and Personal Technology Devices." The use of electronic devices in school restrooms, classrooms, during passing time, and during lunch/recess is prohibited.

Elementary aged students are not to use cell phones or smart watches during the school day.

Categories of Misconduct (continued)

19. Truancy

(See Attendance Policy)

20. Intentional Vandalism

Willful destruction of public and/or school property.

21. Negligent Vandalism

Destruction of public and/or school property through carelessness. This does not include damage or destruction of property which occurs accidentally in the pursuit of authorized activity.

22. Publications

Publication and/or the distribution of printed materials, including pictures which interfere with the educational process, without the permission of the building principal or his/her designee.

23. Other

Other behavior which is either illegal or disruptive to the school environment, such as, but not limited to, gambling, trespassing in unauthorized areas, and intimidation or interference with school authorities.

Alcohol and Drug Policy

No student shall possess, use, transmit, conspire to transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any beverage or fortified wine, or other intoxicating liquor. No student shall possess, use, transmit or be under the influence of any other chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior.

This policy shall not apply to the proper possession of any of the above-listed substances in connection with an approved school project.

Searches

Student misconduct may result in the need to search student lockers and such items as, but not limited to, backpacks, duffel bags, etc.



Code of Conduct – Corrective Action

Introduction to Code of Conduct

This Code of Conduct applies to any student who is on school property, who is in attendance at school/remote setting, or at any school-sponsored activity, or whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools.

Reasonable effort will be made by the student, parents, and staff to solve student conduct problems within the school setting. This may include, but need not be limited to: reprimands, parent notification, confiscation of items, counseling, work projects, parent conferences at school, reassignment of school program, probationary status, restriction or removal from activities or services, limited attendance, referral assistance, and detention.*

Resource personnel available to help resolve misconduct problems include parents, teachers, counselors, administrators, social workers, school and county health services, school diagnosticians, extended education, family or social services agencies, police departments and courts.

Respect for self, others and property is an important component of what is expected of student behavior. The following discipline program is a guideline for consequences, which can be assigned, if students make inappropriate choices.

Administration will consider the following factors before excluding, suspending or expelling a student including:

- The student's age,
- The student's disciplinary history,
- Whether the student has a disability,
- The seriousness of the violation or behavior,
- Whether the violation or behavior committed by the student threatened the safety of any student or staff member,
- Whether restorative practices will be used to address the violation or behavior, and
- Whether lesser intervention would properly address the violation or behavior

If it is the principal's judgment that the corrective action should take the form of separating the student from the school environment, the following categories of exclusion, suspension, and expulsion exist:

1. Exclusion from Class/Activity: Separating a student from a school class/activity for a limited amount of time but within the school setting.
2. Suspension:
 - a. Short Term: The separation of a student from school for any part of a day or for any number of days up to and including ten (10) days. This may be used at the discretion of the principal or assistant principal.

b. Long Term: The separation of a student from school for a period of more than ten (10) days and less than one (1) semester. This action may be taken by the Board of Education upon the recommendation of the principal and Superintendent of schools, after a hearing has been conducted.

3. Expulsion: The separation of a student from school for a semester or more. This action may be taken by the Board of Education upon the recommendation of the principal and the Superintendent of schools, after a hearing has been conducted.

Students who are suspended from school are to continue their studies at home. Students are responsible for completing daily assignments following make-up work guidelines (p. 8).

** It is the policy of the Lake Orion Community Schools to comply with Federal and State regulations regarding handicapped students.*



K-12 Substance Abuse – Specific Corrective Action

Possession and/or Use

Any possession and/or use by a student of alcohol or an illegal substance on school property or at school sponsored events will be considered a direct violation of Board policy and will result in the following:

1st and 2nd Offense

1st Offense: Five (5) days

2nd Offense: Ten (10) days

OR: If, after two suspension days are served, a conference is held by parent/guardian and student with the Substance Abuse Coordinator, any days remaining of the suspension may be served as an In-School Suspension or in a treatment facility if deemed appropriate.

Note: The school district will not be financially responsible for costs incurred in assessment, evaluation or treatment. Payment for services or materials provided by professionals who are not school employees will be the responsibility of the student and family.

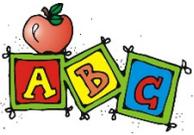
Subsequent Offenses

Subsequent offenses shall result in a recommendation to the Board of Education for expulsion from school. The student shall be suspended from school for a period not to exceed ten (10) days pending a hearing by the Board to determine action. This hearing shall be scheduled for its next official meeting, which must occur within ten (10) days from the suspension.

Selling and/or Delivering

Any student who sells, delivers, or possesses with intent to deliver any mood-altering substance on school property and/or school events will be suspended with a recommendation to the Board of Education for expulsion. The police will also be involved for the purpose of prosecuting the student.

Public Act 122 provides additional penalties for minors under the age of 21 attempting to possess, purchase or consume alcohol. The offense is now a criminal misdemeanor, with the first offense punishable by a fine, possible community service and substance abuse screening and assessment at the minor's expense. The same penalties apply for the second violation, and the minor is also subject to sanctions against his/her driver's license, with suspension for 90-180 days (even if they weren't driving at the time of the citation). The fine increases for the third or subsequent violations, with possible mandatory participation in substance abuse prevention or treatment and rehabilitation services, in addition to the driver's license suspension of 180 days to one year. Other restrictions under Public Act 122 may apply. (A copy of the act can be found in each building.)



Short Term Suspension Procedures

Short term suspensions (up to and including ten (10) days) may be imposed by a principal or assistant principal pursuant to the guidelines in this code and according to the following procedures:*

1. The student will be advised of the charge(s) providing the basis for his/her prospective suspension.
2. The student will be afforded an opportunity to present information relevant to his/her defense.
3. If the student is suspended, his/her parents/guardians will be notified as soon as possible of the suspension, the circumstances leading to the suspension, its length, the conditions necessary for the student's reinstatement and their rights of appeal.
4. A written notice of suspension will be sent to the parents/guardians as soon as possible, with a copy of same maintained in the school office.
5. Short term suspension will normally begin on the day an infraction occurs or on the school day immediately subsequent, though its commencement may be deferred for up to three school days at the discretion of the administrator involved. If the conditions of suspension are violated, the suspension period may be extended, but in no case will the suspension exceed ten (10) days without the opportunity for a hearing.

6. No minor shall be sent home or suspended during the school day until a parent, guardian or other responsible adult has been contacted and assumes responsibility for the student.

** It is the policy of the Lake Orion Community Schools to comply with Federal and State regulations regarding handicapped students.*



Short Term Suspension Appeal Procedures

A student or a student's parents/guardians may request a review of any suspension. All such reviews will begin at the building level but may proceed to the district or Board of Education level as specified below. Imposition or continuation of a student's suspension will be deferred during any appeal process unless his/her presence at school will endanger the welfare or property of other individuals or of the school district.

Building Level

1. If a building level review is requested, it will be conducted by the principal except in cases where the principal is a witness against the student relative to the suspension. In such cases, the Superintendent of schools or his/her designate will conduct the review.
2. Building level reviews must be requested within one school day of notification of the suspension.
3. Building level reviews will be held within three school days of the request for the review.
4. If the student or the student's parents/guardians are dissatisfied with the outcome of the building level review, they may request a district level review.

District Level

1. District level reviews must be requested within one school day after completion of the building level review.
2. District level reviews will be conducted by the Superintendent of schools or his/her designate and will be held within three school days of the request of same.
3. For suspensions of 10 days or less, the Superintendent will render his/her decision in writing to the parent. This decision shall be final.
4. For suspensions of 11 days or more, or expulsion, if the student or the student's parents/guardians are dissatisfied with the outcome of the district level review, they may request a review by the Board of Education.

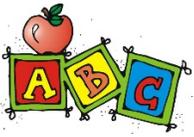
5. In the case of a recommendation for long term suspension or expulsion, the Superintendent is authorized to suspend a student for an additional 10 days (total of 20 days) to facilitate the scheduling of a board hearing.



Board Level –

Suspensions of 11 Days or More or Expulsion

1. Intent to seek a Board level review must be stated within one school day after completion of the district level review. Upon statement of such intent, the student and his/her parents/guardians will be advised of such procedures for requesting a Board hearing.
2. Request for a Board hearing will be made in writing to the Superintendent of schools within five days after completion of the district level review.
3. Upon receipt of such a request, the Superintendent of schools will set a day for a hearing of the matter by the Board of Education and will advise the student and his/her parents/guardians of the date, time and place of said hearing.
4. If requested, the hearing will be conducted according to the following guidelines:
 - a. It will be public or private at the choice of the student and/or his/her parents/guardians.
 - b. Representation by counsel will be permitted at the hearing if desired by the student and/or his/her parents/guardians.
 - c. The hearing shall be an informal proceeding and formal rules of evidence or court procedures shall not be enforced. The student shall be allowed to present his/her facts, interpretation, evidence and other witnesses.
 - d. The Board of Education will ensure an accurate record is kept of the hearing. The student may have a record of the proceeding at the student's expense.
 - e. The Board shall make its determination based solely upon the evidence presented at the hearing.
5. If the suspension is upheld as a result of the Board hearing, the Superintendent of schools will be authorized to proceed with its implementation, while the student and his/her parents/guardians will be advised that any further appeal must be pursued through other legal channels.

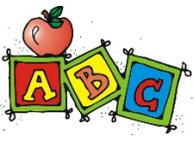


Long Term Suspension or Expulsion

Long term suspension or expulsions may only be imposed by the Board of Education after a hearing has been conducted pursuant to the guidelines in this code and according to the following procedures.*

1. Written notice of the charges against a student shall be supplied to the student, and by certified letter to the parents/guardians. A copy of the charges will be forwarded to the Superintendent of schools.
2. Notice of the time and place of the hearing shall be sent to the parents/guardians by certified letter. The date of the hearing shall be reasonable for the parties involved.
3. Parents/guardians should be present at the hearing. In addition, the Superintendent may request the presence of the school district's attorney or other resource people necessary to ensure proper determination of the case.
4. The student, parents/guardians may be represented by legal counsel.
5. The hearing shall be an informal proceeding and formal rules of evidence or court procedures shall not be enforced.
6. The student shall be given an opportunity to present facts and their interpretation. The student shall be allowed to offer the testimony of other witnesses and other evidence.
7. The student shall be allowed to review all evidence offered. In addition, witnesses present at the hearing may be questioned.
8. The hearing shall be conducted by a quorum of the Board of Education, a majority of whom shall be necessary to make a final determination.
9. The Board of Education will ensure a record is kept of the hearing. It may be by stenographer, or a recording device. The student may have a record of the proceedings at the student's expense.
10. The Board of Education shall state, within a reasonable time after the hearing the findings and the decision as to long term suspension or expulsion.
11. The findings and decision of the Board of Education shall be sent to the students, parents/guardians by certified letter. A copy shall be furnished to the building administrators.
12. The student and his/her parents/guardians shall be made aware of their right to appeal the decision of the Board of Education to the appropriate judicial authority.

** It is the policy of the Lake Orion Community Schools to comply with Federal and State regulations regarding handicapped students.*



“Weapons Free School Zone” Policy

The Lake Orion Community Schools Board of Education, in accordance with new state and federal law, has adopted a “Weapons Free School Zone” policy.

The Board of Education may expel a pupil from attending school in the school district if the pupil possesses a weapon in a weapons-free school zone.

The district shall report any incident involving the possession of a weapon to the parents/guardians and the local law enforcement agency. This applies to all students, regardless of their age.

School administration shall consider the following factors before suspending or expelling a student:

- The student's age,
- The student's disciplinary history,
- Whether the student has a disability,
- The seriousness of the violation or behavior,
- Whether the violation or behavior committed by the student threatened the safety of any student or staff member,
- Whether restorative practices will be used to address the violation or behavior, and
- Whether a lesser intervention would properly address the violation or behavior.



Student Technology Contract

The Lake Orion Community Schools Board of Education has adopted a Technology Resources and Personal Technology Devices Acceptable Use Agreement. This is to be signed by every student and parent when the student is enrolled in Lake Orion Community Schools.

Lake Orion Community Schools recognizes that technology is used to support learning and to enhance instruction. Using technology resources is a privilege, not a right, for students. It is a general policy that all technology is to be used in a responsible, efficient, ethical and legal manner. It is at the discretion of the staff member as to when the technology may be used during the school day. Failure to adhere to the policy may result in the loss of technology privileges.

Students bringing their own technology devices must adhere to the Technology Resources and Personal Technology Devices Acceptable Use Agreement and its procedures. This form, which grants permission for students to bring their devices into school, must be on file, approved and in the office prior to bringing the device to school. In the event permission is given, the school assumes no responsibility if the item is lost, stolen, corrupted and/or damaged.

Violation of the Technology Resources and Personal Technology Devices Acceptable Use Agreement may result in disciplinary action at the building level, which could include loss of technology privileges.

A copy of the Technology Resources and Personal Technology Devices Acceptable Use Agreement, including the procedures, are included in the appendix of this booklet and available on the district website.



Legal Basis for School Discipline

Act 451 – Public Act of 1976

Approved January 13, 1977, Amended 1999

Section 1311. Suspension or expulsion of pupils. (1) Subject to subsection (2), the school board, or the school district Superintendent, a school building principal, or another school district official if designated by the school board, may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience if, in the judgment of the school board or its designee, as applicable, the interest of the school is served by the authorization or order. If there is reasonable cause to believe that the pupil is handicapped, and the school district has not evaluated the pupil in accordance with rules of the state board to determine if the student is handicapped, the pupil shall be evaluated immediately by the intermediate school district of which the school district is constituent in accordance with section 1711.

Section 1312. (4) A person employed by or engaged as a volunteer or contractor by a local or intermediate school board or public-school academy may use reasonable physical force upon a pupil as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning. In maintaining that order and control, the person may use physical force upon a pupil as may be necessary:

- (a) To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district or public school academy functions within a school or at a school-related activity, if that pupil has refused to comply with a request to refrain from further disruptive acts.
- (b) For self-defense or the defense of another.
- (c) To prevent a pupil from inflicting harm on himself or herself.
- (d) To quell a disturbance that threatens physical injury to any person.
- (e) To obtain possession of a weapon or other dangerous object upon or within the control of a pupil.
- (f) To protect property.

(5) A person employed by or engaged as a volunteer or contractor by a local or intermediate school board or public-school academy who exercises necessary reasonable physical force upon a pupil, or upon another person of school age in a school-related setting, as described in subsection (4) is not liable in a civil action for damages arising from the use of that physical force as provided in Act No. 170 of the Public Acts of 1964, being sections 691.1401 to 691.1415 of the Michigan Compiled Laws.

Section 600.2913. A municipal corporation, county, township, village, school district, department to the state, person partnership, corporation, association, or an incorporation religious organization may recover damages in an amount not to exceed \$2,500 in a civil action in a court of competent jurisdiction against the parents or parent of an unemancipated minor, living with his or her parents or parent, who has maliciously or

willfully destroyed real, personal, or mixed property which belongs to the municipal corporation, county, township, village, school district, department of the state, person, partnership, corporation, association, or religious organization incorporation or unincorporated or who has maliciously or willfully caused bodily harm or injury to a person.



Legal Basis for School Attendance

Section 1147. In a school district where provision is made for kindergarten work, a child, resident of the district, is entitled to enroll in kindergarten if the child is at least five years of age on October 1 of the school year of enrollment.

Section 1561.

(1) Except as provided in subsection (2) and (3), every parent, guardian, or other person in this state having control and charge of a child from the age of 6 to the child's sixteenth birthday, shall send that child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled.

(2) A child who becomes 6 years of age before September 1 shall be enrolled on the first school day of the school year in which the child's sixth birthday occurs. A child becoming 6 years of age on or after October 1 shall be enrolled on the first day of the school year following the school year in which the child's sixth birthday occurs.

(3) A child who is attending regularly and is being taught in a state approved non-public school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade, as determined by the course of study for the public schools of the district within which the non-public school is located.

(a) A child who is regularly employed as a page or messenger in either house of the legislature during the period of the employment.

(b) A child under 9 years of age who does not reside within 2 1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this exemption does not apply.

(c) A child from the age of 12 to the child's fourteenth birthday while in attendance at confirmation classes conducted for a period of not to exceed 5 months in either of those years.

(d) A child who is regularly enrolled in the public schools while in attendance at religious instruction classes for not more than 2 class hours per week, off public-school property during public school hours, upon written request of the parent, guardian, or person in loco parentis under rules promulgated by the state board.

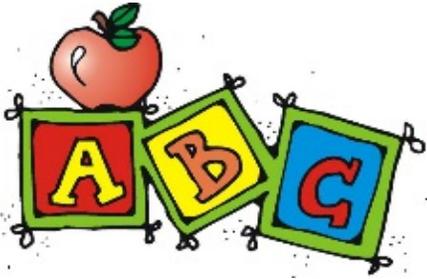
Section 1599. A parent or other person in parental relation who fails to comply with this part is guilty of a misdemeanor, punishable by a fine of

not less than \$5 nor more than \$50, or imprisonment of not less than 2 nor more than 90 days, or both.

Section 1301.

(1) A person who has not completed high school may not be expelled or excluded from a public school because of being pregnant.

(2) A pregnant person who is under the compulsory school age may withdraw from a regular public-school program in accordance with rules promulgated by the state board.



Appendix



Statement of Compliance with Federal Law

Title VI (Civil Rights Act of 1964)

“No person in the United States shall; on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance from the Department of Health, Education and Welfare.”

Section 504 Rehabilitation Act of 1973

“Pursuant to Section 504 of the Rehabilitation Act of 1974 (“Section 504”), the Americans with Disabilities Act of 1990, as amended (“ADA”) and the implementing regulations (collectively “Section 504/ADA”), no otherwise qualified individuals with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, or participation in, or treatment in its programs or activities. As such, the Board’s policies and practices will not discriminate against students with disabilities and will make accessible to qualified individuals with disabilities its facilities, programs and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies and/or practices in the District.”

Title IX

“No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any class or activity as described under Title IX of the Education Amendments of 1972. This means that courses are open to students of both sexes, except those involving bodily contact in physical education, those involving sex education and those involving specific requirements for vocal ranges.”

Drug-Free Schools and Communities Act Amendments Of 1989

Lake Orion Community Schools is committed to providing an environment free of the abuse of alcohol and other drugs. In addition, Lake Orion Community Schools is required by the Drug-Free Schools and Communities Act Amendments of 1989 to compile information and make available to employees any drug and alcohol counseling, rehabilitation and re-entry programs available to students. A list of drug and alcohol prevention, counseling, treatment and rehabilitation and re-entry programs are provided and available to all employees, students and community members.

**Control of
Noncasual-
Contact
Communicable
Diseases**

In the case of noncasual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students, or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.



Complaint Procedures

Section I

If any person believes that the Lake Orion Community Schools District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Education Amendments Act of 1964, (2) Title IX of the Education Amendments of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint to the following local coordinators:

Title VI Title IX Section 504

Assistant Superintendent of
Human Resources
315 N. Lapeer St.
Lake Orion, MI 48362
(248) 693-5411

Director of
Special Education
315 N. Lapeer St.
Lake Orion, MI 48362
(248) 693-5430

Section II

The person who believes he/she has a valid basis for complaint shall discuss the complaint informally and on a verbal basis with the local coordinator who shall in turn investigate the complaint and reply with an answer to the complainant. A person may then initiate formal procedures according to the following steps:

Step 1: A written statement of complaint signed by the complainant shall be submitted to the coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall

further investigate the matters of complaint and reply in writing to the complainant within ten (10) business days.

Step 2: If the complainant wishes to appeal the decision of the coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within ten (10) business days after receipt of the coordinator's response. The Superintendent or Board at the Superintendent's option shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant. In the event the Superintendent hears the appeal, he/she will reply within fifteen (15) business days of the appeal. In the event the Board hears the appeal, the Board will reply within twenty (20) business days of the appeal.

Step 3: If at this point the complaint has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, Department of Education, Washington, D.C. 20202. Inquiries concerning nondiscriminatory policies may be directed to: Director, Office for Civil Rights, Department of Education, Washington, D.C. 20202, or Lake Orion, MI 48362.

Adopted by the Lake Orion Community Schools Board of Education: February 24, 1988.



Bullying/Cyberbullying and Other Aggressive Behavior

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/cyberbullying or aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying/cyberbullying or other aggressive behavior toward a student, whether by other students, staff or third parties, including Board members, parents, guests, contractors, vendors and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal and psychological abuse, including hazing, gestures, comments, threats or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying/cyberbullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the schools control, or where an

employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes s/he has been or is the victim of bullying/cyberbullying, hazing or other aggressive behavior should immediately report the situation to the Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying/cyberbullying, aggressive or other behavior that may violate this policy. The

investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying/cyberbullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying/cyberbullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying/cyberbullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying/cyberbullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/cyberbullying or aggressive behavior.

Making intentionally false reports about bullying/cyberbullying or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Prevention/Training

The Superintendent shall establish a program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders, aimed at the prevention of bullying/cyberbullying or other aggressive behavior.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying/cyberbullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

“Aggressive behavior” is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical or emotional well-being. Such behavior includes, for example, bullying/cyberbullying, hazing, stalking, intimidation,

menacing, coercion, name-calling, taunting, making threats and hitting/pushing/shoving.

“At School” is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a tele-communications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

“Bullying/Cyberbullying” Bullying/cyberbullying is when someone repeatedly and on purpose says or does mean or harmful things to another person who has a hard time defending him or herself.

Three key components of bullying/cyberbullying behavior are:

- An aggressive, negative behavior
- Involves a pattern or is repeated over time
- Imbalance of power

Behavior is likely to harm one or more students either directly or indirectly by doing any of the following:

- A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students.
- B. Adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
- C. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological or a combination of all three. Some examples of bullying are:

- A. Physical hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological spreading rumors, manipulating social relationships, coercion or engaging in social exclusion/shunning, extortion or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings and graffiti.

“Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or

geographic location (e.g., from rival school, different state, rural area, city, etc.).

“Sexual Harassment” includes, but is not limited to, any act which subjects an individual or group to verbal harassment or abuse, subtle pressure for sexual activity, persistent remarks about another person’s body, physical touching assault, or sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, whistling and obscene gestures.

“Hazing” includes, but is not limited to, any willful act committed individually or in concert with others for the purpose of subjecting a person to humiliation, intimidation, physical abuse, threats of abuse, ostracism, shame, or disgrace, as a rite of passage to join a group. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen this prohibition.

“Intimidation/Menacing” includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person’s property; or to intentionally interfere with or block a person’s movement without good reason.

“Staff” includes all school employees and Board members.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

Public Act No. 457 (2018) defines cyberbullying as a criminal offense. The law defines the act of cyberbullying as the following:

(a) “Cyberbully” includes posting a message or statement in a public media forum about any other person if both of the following apply:
(i) The message or statement is intended to place a person in fear of bodily harm or death and expresses an intent to commit violence against the person.
(ii) The message or statement is posted with the intent to communicate a threat or with knowledge that it will be viewed as a threat.

(b) “Pattern of harassing or intimidating behavior” means a series of 2 or more separate noncontinuous acts of harassing or intimidating behavior.

(c) “Public media forum” means the internet or any other medium designed or intended to be used to convey information to other individuals, regardless of whether a membership or password is required to view the information.

The law defines cyberbullying a misdemeanor or felony, as well as the consequences, which can include imprisonment up to 5 years and/or fines up to \$5,000. Further information is available at the Michigan Legislature website. For further definition and instances that could possibly be construed as:

MCL 380.1310B (Matt’s Safe School Law, PA 241 of 2011)
Policies on Bullying, Michigan State Board of Education
Model Anti-Bullying Policy, Michigan State Board of Education
Adopted 12/8/04, Revised 8/15/07, Revised 3/14/12, Public Act 478 Revised 2014

Family Educational Rights and Privacy Act of 1974



In keeping with the Public Act 93380, otherwise known as the Privacy Rights of Parents and Students, it shall be the policy of the Lake Orion Board of Education that:

1. Parents, through student handbooks, local newspapers and school publications, at the beginning of each new school year, will be notified of their rights as afforded by the Privacy Rights Act.
2. Parents or eligible students, upon request, will be permitted to inspect the educational records of their child after no more than five days have elapsed from the date of the request.
3. Parents or eligible students will be permitted copies of their records at a cost not to exceed those of the school.
4. Student records will be maintained in the building in which the student is in attendance. In the case of co-op or part-time students, these records will be maintained at the school in which the student is enrolled. The principal or principal's designee will be the official in charge of these records. The principal's address is the same as that of the school building.
5. Personally identifiable information of a student will not be released, except for directory information, without written consent of the parent or eligible student with the following exceptions:
 - a. To other school officials, including teachers and public health nurse, within the educational institution to have legitimate educational interests.
 - b. To officials of another school or school system in which the student seeks or intends to enroll.
 - c. Subject to the conditions set forth in the law, to authorized representatives of:
 - (1) The Comptroller General of the United States
 - (2) The Secretary
 - (3) The Commissioner, the Director of the National Institute of Education, the Assistant Secretary for Education or
 - (4) State educational authorities.
 - d. In connection with financial aid for which a student has applied or which a student has received, provided that personally identifiable information from the education records of the student may be disclosed only as may be necessary for such purposes as:
 - (1) To determine the eligibility of the student for financial aid
 - (2) To determine the amount of financial aid
 - (3) To determine the conditions which will be imposed regarding the financial aid or
 - (4) To enforce the terms or conditions of the financial aid.
 - e. To State and local officials or authorities to whom information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974.
 - f. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of

- developing, validating or administering student aid programs and improving instruction.
 - g. To accrediting organizations in order to carry out their accrediting functions;
 - h. To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.
 - i. To comply with a judicial order or lawfully issued subpoena.
 - j. To appropriate parties in a health or safety emergency subject to the conditions set forth in this law.
6. An educational agency or institutions shall, for each request and each disclosure of personally identifiable information from the education records of a student, maintain a record kept with the education records of the student which indicates:
- a. The parties who have requested or obtained personally identifiable information from the education records of the students, and
 - b. The legitimate interests these parties had in requesting or obtaining the information.
7. Paragraph 6 of this section does not apply to disclosures to a parent of a student or an eligible student, disclosures, pursuant to the written consent of a parent, of a student or an eligible student when the consent is specific with respect to the party or parties to whom the disclosure is to be made, disclosures to school officials, including teachers and public health nurse or to disclosures of directory information.
8. The record of disclosures may be inspected
- a. By the parent of the student or the eligible student
 - b. By the school official and his or her assistants who are responsible for the custody of the records, and
 - c. For the purpose of auditing the record keeping procedures of the educational agency or institution by the parties authorized in and under the conditions set forth in this law.
9. The following personally identifiable information has been designated a directory information and will be disclosed to appropriate persons and agencies: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.
10. The parent of the student or the eligible student shall have the right to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information. Parents or eligible students shall have ten (10) days in which to submit in writing their refusal to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information.
11. Authorization for release of this information rests solely in the hands of Central Administration.

12. All complaints regarding violations or rights accorded parents and eligible students by Section 438 of the Act shall be submitted in writing to:

*Assistant Superintendent of Human Resources
Lake Orion Community Schools
315 N. Lapeer Street
Lake Orion, MI 48362*

or

*The Family Educational Rights and Privacy Act Office
Department of Health*



Directory Information

The Board designates the following student record information as directory information:

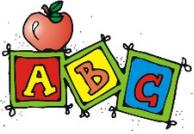
- A student's name, address and telephone number;
- A student's photograph;
- A student's birth date and place of birth;
- A student's participation in School District related programs and extracurricular activities;
- A student's academic awards and honors;
- A student's height and weight, if a member of an athletic team;
- Honors and awards received by a student; and
- A student's dates of attendance and date of graduation.

Such information may be released by the School District, upon request, unless a parent or adult student has made timely objection, in writing, in accordance with FERPA.



Instructional Materials

Parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.



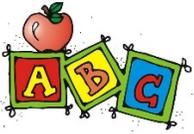
Free and Reduced Food Program

The Lake Orion Community School District serves meals every school day. Students may be able to get meals free or at a reduced price. Applications are available at every building throughout the school year and on the district website. All parents are encouraged to complete an application to establish eligibility.

Many of the supplemental grants and aid our school district receives from the State of Michigan and the Federal Government are based on the total number of students eligible for free and reduced-price meals. These funds enhance the educational opportunities of every student in our district.

For additional information you may contact the Food Services Department located at the CERC building, 248-814-0201.

Parents of students attending a school receiving Title I funds may request information regarding the professional qualifications of the student's classroom teacher(s).



Advisory to All Parents/Guardians

The Department of Agriculture and the State of Michigan have passed regulation 637 Pesticide Use. One of the requirements is that school districts provide notice to parents or guardians.

As a part of the Lake Orion Community School District's pest management program, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application made to the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need prior notification, please mail your name, address, student's name, city, zip code, phone number and the name of the school your student attends, to:

Lake Orion Community Schools
Operations Department
455 E. Scripps Road
Lake Orion, MI 48360
248-814-1798



Lake Orion Community Schools Policies for the Acceptable use of any Technology Resources including Personal Technology Devices.

Purpose:

Lake Orion Community Schools (LOCS) provides students, teachers, employees, and administrators with access to the School District's technology resources, which includes access to the Internet. LOCS uses technology resources as one way of enhancing the mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity, and critical thinking in a variety of ways throughout the school day.

Students shall receive education about safety and security while using e-mail, social media, and other forms of electronic communications, the dangers inherent with the online disclosure of personally identifiable information, and the consequences of unauthorized access, cyberbullying and other unlawful or inappropriate activities. The LOCS will review cyber-safety rules with students throughout the course of the school year and will offer reminders and reinforcement about safe and appropriate online behaviors.

Users shall adhere to the policies, procedures, rules, and regulations of the LOCS, including but not limited to the Student Code of Conduct, Board of Education policies, and the Procedures for the Acceptable Use of technology resources and Personal technology Devices. Users shall sign the Acceptable Use Agreement as a prerequisite to the use of LOCS technology resources and/or Personal technology Devices (PTD).

Definitions:

Personal Technology Devices (PTD): is defined as an electronic device owned by the student, staff, or volunteer user, including, but not limited to, a user's own laptop, smartphone, eReader, iPad, etc., that is used on school property. LOCS reserves the right to limit the types of devices that are approved for use on school property.

Technology Resources: Includes, but is not limited to, the LOCS secure network, Internet, electronic mail ("e-mail"), Computer Systems (as defined below), cameras, televisions, video cassette recorders, DVDs, telephones, and LOCS-issued cellular/smartphones and all voice, video, and data systems, and PTD's.

Computer System and/or System: Includes: May be, but not limited to, computer hardware, disk drives, printers, scanners, software (operation and application), the network and all other associated equipment.

School property: Includes on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises.

COPPA: Children's Online Privacy Protection Rule.

[Children's Online Privacy Protection Rule \("COPPA"\) | Federal Trade Commission \(ftc.gov\)](https://www.ftc.gov/childrens-privacy-notice)

Procedures and rules for the use of technology resources and PTD (defined above):

1. LOCS will create online accounts for students in lieu of the parent in accordance with COPPA.
2. All individual users of technology resources shall accept responsibility for the acceptable use thereof.
3. The use of all technology resources on school property is a privilege, not a right, and LOCS has the right to restrict.

4. Failure to follow the policies, procedures, rules, and regulations of LOCS may result in termination of the user's privilege to use technology resources and/or PTD on school property. In addition, the user may be subject to other disciplinary or legal action. Reports will be made to law enforcement of suspected violations of State and/or Federal Law.
5. Users have no right or expectation of privacy when using technology resources, including, but not limited to, network communications, e-mail, data on a workstation or server, Internet use, telephone, voice mail, and video recording.
6. LOCS is the owner of the technology resources and therefore all users understand that their use of the technology resources may be strictly monitored electronically by LOCS personnel at any time.
7. LOCS may collect and examine any technology Resource when there is a reasonable suspicion a student is violating, or has violated, the law, and/or the policies, procedures, rules, and regulations of LOCS.
8. LOCS may collect and examine a non-student user's technology resource if there is cause to believe it was used in the commission of a crime and/or the commission of a violation of the policies, procedures, rules, and regulations of LOCS.
9. The LOCS technology resources have not been established as a public access service or a public forum. The Board has the right to place restrictions on their use to assure that LOCS technology resources are in accordance with its limited educational purpose.
10. Users shall not knowingly or intentionally disclose, transmit, disseminate, or otherwise distribute with any technology Resource copyrighted, private, confidential, or privileged information.
11. Users shall not make copies of software from LOCS Computer Systems. Use of technology resources for fraudulent or illegal copying, communication, taking or modification of material in violation of law is prohibited and will be referred to federal authorities. The illegal use of copyrighted software is prohibited. LOCS upholds the copyright laws of the United States as it applies to computer programs or licenses owned or licensed by LOCS.
12. Users shall not modify any of the technology resources without written permission from the building principal.
13. Users shall not download or install any programs, files, technology, games, or other electronic media without written permission from the building principal.
14. Users shall report any problems or malfunctions with technology resources of Computer Systems to the Oakland School's Service Desk.
15. Users shall not create or use web technology services for LOCS related business that cannot be monitored or controlled by the LOCS.
16. Users shall not knowingly or intentionally introduce a virus, worm, Trojan horse, rootkit, or engage in any other malicious action that affects technology resources. LOCS may collect and examine any technology Resource that is suspected of causing technology problems or was the source of an attack, rootkit, worm, Trojan horse, or virus infection.
17. Users shall not bypass the network filters and security policies, or access information related to the network filters and security policies. LOCS may collect and examine any technology Resource that is suspected of bypassing the network filters and security, or processing or accessing information related to the network filters and security policies.
18. Users shall not infiltrate, "hack into", or attempt to access technology resources, data, materials, or files that they are not authorized to access.

19. Users shall not attempt to obtain any other user's password(s) and shall not read, copy, or alter other user's data without their permission. Users shall not intentionally seek information, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the Internet.
20. Users shall not knowingly or intentionally damage or alter any aspect of the technology resources or alter or modify technology resources.
21. Users shall not use technology resources for purposes other than for LOCS-related business. The Internet and technology resources shall not be used for illegal activity, for-profit purposes, lobbying, campaigning, advertising, fundraising, transmitting offensive materials, hate mail, mass e-mailing, discriminating remarks, or obtaining, possessing, or sending sexually explicit, obscene, or pornographic material.
22. Disclosure, use, and/or dissemination of personally identifiable information of students is prohibited, except as expressly authorized by the minor student's parent or guardian or by the eligible student on the Authorization Form, or as permitted by law.
23. The content use and maintenance of a user's electronic (e-mail) mailbox is the user's responsibility. Accordingly, users shall:
 - Check e-mail regularly.
 - Delete unwanted messages.
 - Keep messages remaining in their electronic mailbox to a minimum.
 - Save e-mail messages in accordance with the LOCS Records Retention Policy.
 - Not open attachments, or links from unsecured sources.
24. LOCS reserves the right to:
 - Make determinations as to whether specific uses of its technology resources are inconsistent with the goals, educational mission, policies and/or procedures of LOCS.
 - Monitor and keep records of Internet use.
 - Terminate a user's privilege to access technology resources to prevent further unauthorized activity.
 - Subject a user to disciplinary action for conduct that causes a substantial disruption to the educational environment, in accordance with the policies, procedures, rules and regulations of LOCS and applicable law.
 - LOCS in its sole discretion reserves the right to terminate the availability of technology resources including Internet access, at any time.
25. Each teacher has the discretion to allow and regulate the use of technology resources by students in the classroom and on specific projects.
26. Use of any technology resources is prohibited in the following areas/situations:
 - Locker rooms
 - Bathrooms
 - Any private areas used for the purpose of changing clothes
 - Any other areas as designated by administration
27. Parents or legal guardians of users under the age of eighteen have the right to revoke their student's user account.
28. All web technology services, or web pages used for or representing LOCS or LOCS-related business shall be used, designed, and published in accordance with the District Web Page Policy.

Disclaimer

LOCS will make every effort to provide appropriate technology resources and services, however, LOCS makes no warranties of any kind, whether expressed or implied, for the technology resources it is providing or allowing on site. LOCS will not be responsible for any damages incurred by a user of any technology resources, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. LOCS does not endorse or guarantee the accuracy or quality of information obtained via the Internet or electronic mail.

In no event shall LOCS be liable for any damages (whether direct, indirect, special or consequential) arising out of the use of the Internet, accuracy or correctness of databases or information contained therein, or related directly or indirectly to any failure or delay of access to the Internet or other network application.

Signature Agreement

All Student users of Technology Resources on school property are required to sign this Lake Orion Community Schools Policies for the Acceptable use of any Technology Resources including Personal Technology Devices. Your signature below indicates that you have read the terms and conditions.

Student Acknowledgement

I have read the School District’s Procedures for the Acceptable Use of Technology Resources and Personal Technology Devices, the terms, and conditions of which are incorporated herein by reference, and hereby agree to those conditions, rules, and regulations. I consent to, and understand that, LOCS may:

- Monitor my electronic communications.
- Revoke or suspend or collect and examine any technology resources that are suspected of causing technology problems or violating this agreement, the student code of conduct, or board policies.

Signature of student: _____ Date: _____

Print name of student: _____

Graduation Year: _____

Parent/Guardian Acknowledgement and Release

1. . As the parent(s)/guardian(s) of the student named above, I/we have read the School District’s Procedures for the Acceptable Use of Technology Resources and Personal Technology Devices and discussed them with my/our child. I/We understand that access to and use of School District Technology Resources and Personal Technology Devices (PTD) is a privilege designated for educational purposes.
2. I/We still understand and agree to the **“Student Computer Use 1:1 Acknowledge Form”**.

Signature of parent/guardian: _____ Date: _____

Print name of parent/guardian: _____

Signature of parent/guardian: _____ Date: _____

Print name of parent/guardian: _____